UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA
OFFICE OF THE CLERK

VACANCY ANNOUNCEMENT NO. 06-11
September 13, 2006

Position: Information Technology Support Specialist   **Closing Date:** Open Until Filled

Salary Range/Classification: $43,541-$70,762 (CL27)

This position is assigned to the Office of the Clerk of Court, United States Bankruptcy Court, Southern District of Florida, United States Courthouse, 299 East Broward Boulevard, Fort Lauderdale, FL

POSITION OVERVIEW: The incumbent is assigned to the Fort Lauderdale divisional office and reports directly to the Assistant Director of IT Services (Networking). The duty station assignment is subject to change within the three offices (Miami, Fort Lauderdale, West Palm Beach). This position is designed to meet the current and emerging automation support needs of the Bankruptcy Court. The incumbent provides support to the court unit and works with major national systems as well as those developed or customized for local use. This position requires travel between divisional offices a minimum of two times a week and some work during non-business hours.

Primary focus is to provide day to day troubleshooting of computer hardware problems, and performing basic repairs. Other duties include, but are not limited to:

• Providing day-to-day system backup. Monitoring day-to-day operations of the equipment and systems. Acts as the technical expert in solving computer system problems.
• Installing or assisting in the installation of new or revised releases of national systems.
• Assisting the assistant director of IT services in supporting servers to include the administration and maintenance of services and applications running on Windows 2000/2003 systems. Assisting in the setup and deployment of Microsoft 2000 Server, Windows 2000/ADS, Windows 2003/ADS, SQL Server, Ethernet based TCP/IP LAN's, Windows 98/00/XP, ArcServe, and Backup Exec.
• Developing software to extract information from existing system databases or, conversely, to add information to the database.
• Developing specialized uses of off-the-shelf software to meet local court needs, and providing training to staff on the use of the software.

JOB REQUIREMENTS: Minimum of two years experience in computer hardware and PC troubleshooting. Thorough knowledge of computer processes and capabilities, including expertise in hardware and software configuration. Good knowledge of word processing, email, spreadsheet, and database software. Proven ability to troubleshoot hardware problems and perform routine hardware maintenance. Excellent interpersonal skills. Ability to effectively communicate automation techniques and processes to non-automation court staff. Able to lift a minimum of 50 lbs.

To qualify for the CL27 - must have a minimum of two years of specialized experience, including at least one year equivalent to work at the CL25. Specialized experience is defined as progressively responsible experience related to the technical aspects of data processing, office automation, data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, and integration.

PREFERRED (Not Required):
- Bachelor's Degree in Computer Science or a related technical field of study from an accredited college or university.

- Certifications: MCP, MCSA, MCSE, CCNA, CNA, Network+, Security+

COURT PREFERRED SKILL:
- Microsoft Windows 2000 Pro, Microsoft Windows XP Pro, Lotus Notes, Adobe Acrobat, MS-Office (Word, Excel, PowerPoint, Access) and WordPerfect.

INFORMATION FOR APPLICANTS: Applicant must be a U.S. citizen or eligible to work in the United States. Employees of the United States Bankruptcy Court are "Excepted" appointments. Employees are considered "At-Will" judicial employees and are subject to a one (1) year probationary period. **Benefits include**: **participation in the federal employees retirement program, and voluntary participation in the following: health insurance (pre-tax option for health benefit premium), life insurance, long-term disability insurance; long-term care insurance (for employees and eligible family members); flexible spending account plan (this plan has two pre-tax components: health care reimbursement account and dependent care reimbursement account); commuter benefit program (this program has two pre-tax components: mass transit reimbursement account and parking reimbursement account); and Thrift Savings Plan (TSP). Employees are entitled to ten paid holidays, and annual and sick leave accrual.** This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The court is not authorized to reimburse travel expenses for interviews or relocation. All applications will be reviewed to identify the best qualified candidates. The court will only communicate with those individuals who will be invited for skills assessment or interview. A criminal history background check will be initiated prior to a final job offer. You will be required to complete and sign a Background Check Release form.

Background Check
This is a Sensitive position within the Judiciary. The selected candidate will be subject to a background/fingerprint check as a condition of employment. Employment will be considered provisional until the background/fingerprint check is completed.

HOW TO APPLY: The application for Judicial Branch Federal Employment (AO 78) may be obtained via the court's website at www.flsb.uscourts.gov or by calling the Human Resources office, at (305) 714-1828.

Applications **will not** be accepted via facsimile. Submit your cover letter and application, including announcement #06-11, via U. S. Mail to:

> **United States Bankruptcy Court**
> **Human Resources Office**
> **Claude Pepper Federal Building**
> **51 SW First Avenue, Room 1508**
> **Miami, FL 33130**

or E-mail to: usbchr@flsb.uscourts.gov

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER